

BOARD OF TRUSTEES
OSSINING PUBLIC LIBRARY
Regular Meeting
June 17, 2024 – 7:00pm
2nd Floor Conference Room
53 Croton Ave., Ossining, NY
APPROVED MEETING MINUTES

BOT members physically present: Amanda Curley, Althema Goodson, Meghan Huppuch, Alice Joselow, Cecilia Quintero, and Phil Rice.

BOT member absent with prior notice: Shandi Speller.

OPL staff physically present: Karen LaRocca-Fels, Steve Hamilton.

OPL staff present via ZOOM: Molly Robbins

Also physically present: Nancy Panagacos, Friends of the Ossining Public Library; BOT-elect: Rachel Murphy; and member of the public: Devante Richards.

SGH staff present via ZOOM: Bryan P. Strohman and Gloriana Arrieta Martinez

Call to Order – Amanda Curley called the meeting to order at 7:00pm.

Amanda Curley read aloud the OPL Mission and Vision

The Ossining Public Library enriches, connects, and inspires our community. The Ossining Public Library will be the community's center for lifelong learning.

Amanda Curley introduced all BOT members to new BOT-elect member Rachel Murphy, who stated that she is excited about joining the BOT and looks forward to helping the OPL in any way she can.

Amanda Curley asked if the Building and Grounds Committee report could be moved to the top of the agenda due to the ZOOM presentation from SGH. All BOT members unanimously agreed, and the first order of business was the status of the Building and Grounds Committee report. Prior to the SGH presentation, Amanda Curley praised the new seating area on the first floor of the library. Molly Robbins updated the BOT that test pits will be dug in the lower parking lot between 07/01-07/03/24 to ascertain why the sidewalks are sinking. These test pits will also be useful as part of the larger parking lot retaining wall project to help determine what is going on under the concrete and pavement. SGH will be involved in the test pit digs. Status of Request for Proposal (RFP) Molly Robbins and Karen LaRocca-Fels are working on the RFP for Project Management.

Building and Grounds Committee

- Update on Building Project
- General B&G Report

SGH presentation

Bryan P. Strohman and Gloriana Arrieta Martinez from SGH via ZOOM:

Purpose of the presentation was to bring all BOT members up to date on what repair options are available, their scope, and estimated costs and timeframes involved.

The three (3) options presented by SGH were: Option 1) wall replacement; Option 2) wall stabilization with ground anchors; and Option 3) wall stabilization with soldier pile wall in front of existing wall.

- 1) Wall replacement – remove, replace, and reconstruct existing area of affected wall which will require a temporary retaining wall to allow for the removal of the affected part of the existing wall. Back-fill and integrate the new wall with the existing remaining wall. Only area replaced would be the affected corner.
- 2) Stabilization with ground anchors – drill into soil and install steel reinforcement rods. Concrete facing on top of concrete blocks. Several anchors. Only treating the corner of concern and not removing the existing wall.
- 3) Stabilization with soldier piles in front of the existing wall. Steel shapes and vertical concrete lagging installed in between to create a new full wall in front of the existing wall.

Alice Joselow asked for clarification on how much each of the above would potentially encroach on neighboring properties. Gloriana Martinez stated that impact of potential encroachment would depend upon which repair option the library chooses.

Encroachment:

Option 1 – least encroachment, option 3, the most. Option 1 only encroaches into property on the west; Option 2 encroaches on the west and borderline on the north; and Option 3 – encroaches on all neighbors. Duration of potential encroachment is estimated to be between 1 to 5 months. Encroachment includes erosion control, construction platforms, water runoff.

Gloriana Martinez said the following estimates were based upon various assumptions, mark-ups, direct construction costs and engineering costs.

Estimated costs:

Option 1 - \$3.415 million

Option 2 - \$3.38 million

Option 3 - \$3.479 million

Estimated time to completion:

Option 1 – 5 to 7 months, plus a couple of weeks to repave the parking lot.

Option 2 - 5 to 7 months, plus a couple of weeks to repave the parking lot.

Option 3 – 6 to 8 months, plus a couple of weeks to repave the parking lot.

Eight (8) months is a reasonable estimate to from start to completion on all options.

Weather, building permits, cooperation of neighboring property owners can all greatly increase this estimate.

Impact on sanitation and utilities:

Option 1 – will have impact. Will require decommissioning of geothermal wells for the duration of the project. NOTE: this is not an issue as the BOT plan is to decommission

and fill-in all geothermal wells anyway.

Option 2 – no impact, with work arounds to keep sanitation and utilities up and running to the building.

Option 3 - no impact, with work arounds to keep sanitation and utilities up and running to the building.

All three options will require the total shutdown of the entire OPL parking lot for the duration of the project. Logistical and safety concerns require this. The parking lot will have to be repaired and repaved upon project completion.

The BOT acknowledged that although the entire scope of the project falls under the sole purview of the NYS Board of Education, they must consider that the Town/Village of Ossining will be involved, particularly, if any issues arise from neighboring property owners.

Bryan Strohman strongly recommends that the OPL engage in outreach sessions to abutting property owners as soon as possible and to also present similarly to the Town/Village of Ossining. It is recommended that the BOT move forward on the current timeline.

The BOT requested that SGH provide them with the slides from the Power Point presentation given via ZOOM for a more detailed review. SGH to provide Power Point slides and presentation, as requested by the BOT.

SGH left ZOOM and meeting at 8:07pm.

Approval of Prior Meeting Minutes

Motion to Accept the Minutes of the May 9, 2024 Work Session, and the May 20, 2024 Regular Meeting. BOT discussion on the appropriate scope and detail of the meeting minutes. Meghan Huppuch made motion to approve the meeting minutes detailed above, seconded by Althema Goodson. Motion to approve the prior meeting minutes passed unanimously.

Public Comment

- Friends of the Ossining Public Library Update, Nancy Panagacos, President provided an update to the BOT on their recent book sale and noted that at the next scheduled book sale in October, the Friends will be vetting the books at the point of donation to weed severely damaged and unsellable books to streamline the process. Nancy also praised Karen LaRocca-Fels and staff for the recent and successful annual meeting.
- Ossining Library Foundation Update, Leslie Allen, Chair – absent.
- Westchester Library System Update, Alice Joselow, Board Trustee, District 2 – no update.
- Devante Richards congratulated all on the success of the recent annual meeting.

Director's Report

- Personnel Report
- Operating Budget and Revenue Report

Alice Joselow noted the excellent work being done by Allison Robbins regarding updating computers and asked Karen LaRocca-Fels about the first edition book that was recently found in the collection. Karen was not sure how it had escaped prior weeding and noted that the book had not gone out in several years.

Amanda Curley asked Karen for additional information regarding Diana Lennon's participation in an Arts Westchester grant and project. Karen explained that the project involves three individuals. One is a traditional weaver from Ecuador, another a native Quechua speaker with oral history stories, and the third she could not recall. The OPL is one of the communities/libraries involved in hosting these individuals to share their unique perspectives, culture, skills, and experiences. Amanda also asked for more information on the Chrome boxes that Allison Robbins has been deploying. Karen explained that they are pared down computers. These devices can be easily deployed, increasing computer and internet access for patrons. Amanda complimented Karen and staff on their various and on-going outreach efforts. Alice Joselow noted that we are lucky to have a talented Public Relations person in Mallory Marinaro. She also praised WLS Director Terry Kirchner's presentation at the OPL's annual meeting.

Committee Reports

President's Report

Amanda Curley noted that she had originally planned to respectfully honor outgoing BOT member Shandi Speller's – absent at this meeting - many years of service to the OPL and would do so at the next Work Session meeting later that week.

Amanda congratulated BOT member Phil Rice on his being honored/mentioned in a recent NY Times article regarding his prior involvement in a \$16 Billion Gateway Project. She also noted that she had a recent conversation with former BOT President Matthew Weiss to confirm why the village does not have universal wi-fi access for all residents and that a complicating factor is the local geography.

Policy, Bylaws, and Personnel Committee was tabled. Per Alice Joselow, the committee has not had a chance to meet.

- Use of Meeting Room and Performance Spaces Policy
- American Library Association Core Values

Finance Committee

- Financial Advisor

Phil Rice reported that a recent meeting with the Superintendent for Business and School Superintendent at the Ossining Public Schools on 06/06/24 was positive, supportive. What remained unclear is what will be the scope of the work and responsibilities of the school and the OPL, as the bond moves forward. The Finance committee and the BOT's financial adviser Noah Nadelson of Munistat will follow-up with the school district to clarify responsibilities. Phil noted that the BOT must determine when the OPL will be ready to for the bond. The SGH report to the BOT this evening makes this even more important.

OPL Goals – Meghan Huppuch suggested that an update be made to the BOT goals to include the building project and bond. She also noted:

- 1) she, Cecilia Quintero, and OPL staff member Mallory Marinaro will be meeting to discuss communication, timing and messaging regarding the building project;
- 2) there are upcoming dates available for outreach via meet the Trustees and requested volunteers;
- 3) she will email the BOT members the proposal she presented and has been accepted for the NYLA Conference. Karen will send an email via ListServ to see if other libraries are interested in participating. The conference will take place in November 2024 in Syracuse, NY;
- 4) she had discussed with Cecilia Quintero the possibility of having a BOT professional development training on parliamentary procedures for additional guidance and suggested that the BOT invite and include the Friends and the Foundation to also participate; and
- 5) the best way forward on the OPL Long Range Strategic Plans may be to re-evaluate, reassess, and refresh the existing goals by extending the plan another year.

RESOLUTIONS

Amanda Curley asked the BOT for a motion to vote on all resolutions in one vote. Alice Joselow proposed the motion, motion was seconded by Phil Rice. The motion to vote on all the following resolutions in one vote passed unanimously. Amanda Curley read aloud all the following motions.

RESOLUTION #55 Approval of Personnel Changes

Name	Position	Department	FT/PT	Pay Rate	Change	Effective Date
Clara Singh	Library Page	Patron Services	PT	\$16.00	Probationary Appointment	06/20/2024

RESOLVED, that the Board of Trustees approves the personnel change above.

RESOLUTION #56 Approval of the Proposal from AT Equipment Sales in the amount of \$12,995.00 to remove and reinstall the fixed seating in the Budarz Theater to facilitate the removal of existing carpeting and installation of new carpeting;

RESOLVED, that the Board of Trustees approves the Proposal from AT Equipment Sales in the amount of \$12,995.00 to remove and reinstall the fixed seating in the Budarz Theater to facilitate the removal of existing carpeting and installation of new carpeting.

RESOLUTION #57 Approval of the Proposal #P2421186-1 from Milburn Flooring in the amount of approximately \$12,702.96 to remove and replace carpeting in the Budarz Theater;

RESOLVED, that the Board of Trustees approves the Proposal #P2421186-1 from Milburn Flooring in the amount of approximately \$12,702.96 to remove and replace carpeting in the Budarz Theater.

RESOLUTION #58 Approval of the Proposal #P2421194-2 from Milburn Flooring in the amount of approximately \$11,454.50 to remove and replace carpeting and tiling

in the Children's Program Room;

RESOLVED, that the Board of Trustees approves the Proposal #P2421194-2 from Milburn Flooring in the amount of approximately \$11,454.50 to remove and replace carpeting and tiling in the Children's Program Room.

RESOLUTION #59 Approval of the Proposal from Munistat to provide professional bond related financial consulting services billed at an hourly rate of \$210.00;

RESOLVED, that the Board of Trustees approves the Proposal from Munistat to provide professional bond related financial consulting services billed at an hourly rate of \$210.00.

Board discussion regarding Resolutions #56, #57, and #58: Meghan Huppuch asked Molly Robbins if we have worked with AT Equipment previously. Molly Robbins – we have not, however, they have very good recommendations. Molly Robbins clarified that for Resolution #57, only the carpet in the fixed seating area of the Budarz Theater is being replaced. Althema Goodson asked Molly Robbins approximately how long the work would be for Resolution #58 (the Children's Room recarpeting and tiling). Molly Robbins – three (3) days approximately and will be in close coordination with Ignayra Lopez the Head of Children's Services. For Resolution #59 Althema Goodson asked if the Munistat proposal could be changed from an hourly consultation service to a fixed retainer if the scope of project deemed it more appropriate. Karen LaRocca-Fels confirmed that the current agreement could be revised from hourly to retainer, if so required.

Amanda Curley asked for a motion to approve all the above Resolutions. Alice Joselow made the initial motion, and it was seconded by Phil Rice. All Resolutions passed unanimously.

Old Business

- Parking Lot
- Fiscal Advisor

Both items have been addressed above and remain in progress.

New Business

- Recarpeting and reflooring the Children's Program Room
- Recarpeting the back of the Budarz Theater
- RFP for building project consulting

All items have been addressed above and are in progress.

Public Comment

Devante Richards congratulated all on the successful library budget vote and briefly discussed the upcoming St. Ann's Festival.

Amanda Curley requested a motion for the BOT to enter Executive Session. Motion was made by Alice Joselow and seconded by Meghan Huppuch. The BOT entered Executive Session at 9:06pm.

Library attorney Craig Olivo joined Executive Session via ZOOM.

Executive Session: To discuss the medical, financial, credit or employment history of a

particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation AND to discuss collective bargaining negotiations.

Amanda Curley requested a motion for the BOT to exit Executive Session. Motion was made by Alice Joselow and seconded by Meghan Huppuch and the BOT exited Executive Session at 9:36pm.

Adjournment – At 9:39pm, Amanda Curley requested a motion to adjourn the meeting. Motion was made by Alice Joselow and seconded by Meghan Huppuch and unanimously passed.

Scheduled Upcoming Meetings

June 20, 6:00 pm: Work Session

July 1, 11:00 am: Buildings and Grounds Committee Meeting

July 8, 7:00 pm: Board of Trustees Annual Reorganizational Meeting and Regular Meeting